

Town of Underhill
Job Description
Planning and Zoning Administrator

Job Summary

The Planning and Zoning Administrator oversees all operational aspects of Town planning, zoning, and floodplain administration, including the enforcement of applicable local ordinances and state laws. Works with the Development Review Board, Planning Commission, other government agencies, and consultants as needed in the implementation and revision of the Town Plan and Unified Land Use & Development Regulations. Coordinates development review processes involving various boards, commissions, committees, outside agencies, departments, consultants, and the general public.

Essential Job Functions

1. All duties and responsibilities as required by 24 VSA §4448 (as amended).
2. Manages and oversees the review and analysis of the Town's permitting for land use and development applications. This includes assisting applicants with submission requirements, and review and processing of applications for zoning permits, subdivision requests, and development plans.
3. Oversees the development and implementation of the Town's Unified Land Use & Development Regulations.
4. Reviews site plans and consults with developers and appropriate agencies to ensure compliance with Town plan, policies, regulations, ordinances, and modern planning standards.
5. Prepares staff reports and publishes notices in accordance with statutory requirements as necessary.
6. Provides recommendations and reports to Town boards and commissions, committees, developers, landowners, and the general public on the Town Plan, the Town's Unified Land Use & Development Regulations, planning studies and projects, planning principles, and rules or legislation related to planning and zoning.
7. Attends evening Planning Commission meetings and Development Review Board hearings.
8. Coordinates public outreach with various entities.
9. Conduct site inspections and zoning complaint investigations.
10. Updates and maintains complete physical and digital planning and zoning files and data.
11. Updates zoning maps and other maps of the town.
12. Prepares and submits grant applications as needed for town planning and development projects.
13. Maintains billing records for planning and zoning according to town fee policies.
14. Develops the annual department budget.
15. Responsible for pursuing, obtaining and maintaining necessary training and certifications.
16. Other duties as may be required.

Knowledge, Skills and Abilities

1. Understanding of the principles and practices of town planning, zoning, floodplain management.
2. Knowledge of zoning, subdivision, site plan, and land development regulatory processes is essential, as is the ability to communicate effectively, in both writing and verbally, with staff, boards, committees, and the general public.
3. High level of analytical skills, with the ability to accurately comprehend, interpret, process, and present detailed information and data to various boards, commissions, committees, agencies, consultants, and the general public.
4. Strong interpersonal and communication skills and the ability to work both cooperatively and independently.

5. Ability to conduct site review and land use related inspections and document findings.
6. Excellent computer skills, with particular proficiency in Windows Word, Excel, PowerPoint.
7. Working knowledge of GIS for planning and experience with Arc Map preferred.
8. Ability to use geographic data sets to make informed decisions.
9. Strong customer service orientation.
10. Valid driver's license with good driving record to meet travel requirements. Position requires significant driving within the Town to perform enforcement and other site activities, regionally to attend meetings, and statewide to attend meetings and training.

Education and Training

- AICP (American Institute of Certified Planners) certificate preferred, but not necessary.
- Bachelor's degree in Planning, Environmental and Natural Resources Management, Geography, Public Administration, or closely related field preferred **OR** a Master's degree in one of the above-mentioned fields. Experience in the field is desirable.